Oakdene Primary School



Prospectus

2021 - 2022

Growing and Learning Together

www.oakdeneprimaryschool.co.uk

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| Please note – restrictions may be in place in school in the future due to the global pandemic. Some information in this prospectus may change. You will be given updates when your child starts school. |

Oakdene Primary School

Growing and Learning Together

Everything we do at Oakdene is to strive for excellence. Our aims are:

* to enable all members of our School community to reach their full potential.
* to prepare each child, through all aspects of School life, to become responsible citizens respecting themselves, others and the environment.
* to become independent and highly motivated learners.
* to equip children to be flexible and adaptable to the modern world for each child to feel valued, safe and confident.

The School Community will achieve these aims through:

* engaging all members of the School community in providing a broad, balanced and challenging curriculum for every child.
* opportunities for continuing professional development for all members of staff.
* children becoming partners in their own education and make a positive contribution to the school environment and ethos.
* opportunities for children to take responsibility for their own learning.
* using technology effectively to improve children’s learning.
* a secure and safe environment.
* sport, exercise and healthy living.
* an enriching programme of extra-curricular activities and visits.
* learning partnerships between home, school and community.

Through all that we do in School we promote a series of School Values with a focus on a different value each half term. We aim to uphold these values throughout our daily school life in order to produce well rounded citizens from our school. Our School Values are:

Responsibility

Friendship

Respect

Honesty

Determination

Excellence

We celebrate the children’s achievements with a half termly award for children who have shown our current value. Parents are invited to these assemblies and we celebrate each child’s success in keeping to our values.

**Classes**

All of our classes have an intake of 30 children with 1 full time or 2 part time Teachers ably supported by Learning Assistants and Staff who provide Planning, Preparation and Assessment time for Staff (compulsory) as well as Management time for Senior Leaders (compulsory).

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| **Class name** | **No. in class May 2022** |
| Reception | 30 |
| Year 1 | 29 |
| Year 2 | 30 |
| Year 3 | 30 |
| Year 4 | 30 |
| Year 5 | 32 |
| Year 6 | 30 |

**THE CURRICULUM**

At Oakdene the children are provided with an outstanding curriculum which is carefully matched to the needs of our pupils. An exciting, broad, balanced and rich curriculum is planned to challenge our pupils in achieving independence. Personalised learning programmes are organised to meet the different learning needs of our pupils. Further details of our curriculum can be found on our website.

**Foundation Stage-EYFS (Reception)**

When the children start at Oakdene they follow an activity / play based curriculum through continuous provision set up in areas of learning. The provision is enhanced so that the children can make connections in their learning. Focused activities take place throughout each day to ensure the children are making good progress, particularly with reading, writing and maths. There is a combination of child initiated and teacher led activities. Reception practitioners plan experiences and opportunities by using the DfE document Statutory Framework for the Early Years Foundation Stage. The seven areas of learning are as follows:

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| communication and language physical development |
| literacy mathematics; |
| Understanding the world expressive arts and design |
| personal, social and emotional development |

**Key Stages 1 and 2**

The children move from Reception into Year 1 and then Year 2 (known as Key Stage 1) and onto Key Stage 2 (Years 3, 4, 5 and 6). The school follows the National Curriculum which can be viewed on the school website alongside our curriculum statements for all subjects. The curriculum is tailored to the needs of our children at Oakdene and it is supplemented by visits, visitors or enhancement days within school. The primary curriculum is very demanding children are challenged to achieve their very best in all areas of the curriculum.

**THE TEACHING OF READING**

The basic skills are considered to be of very high importance at Oakdene. Developing reading is a life-long skill which we promote from a very early age. Reading with your child and sharing books is so important in their early years so they foster a love of reading and an interest in many different types of books. Enjoying books at home is a big part of our homework policy and we expect pupils to undertake reading at home regularly. Our Staff have been trained to deliver Phonics which is an essential part of learning to read. We deliver the Read Write Inc Phonics programme on a daily basis to all children for as long as they need it. All children also engage in structured reading activities daily including listening to texts, learning from many different authors and reading comprehension exercises.

**MATHS**

Underpinning all Maths work which is carried out in school is a knowledge of basic number facts. A lot of work is carried out to develop basic number skills as well as the necessary components of fluency and reasoning. As part of this curriculum, there is an expectation that all children will know their multiplication tables up to 12 x 12 by the end of Year 4. We ask that Parents encourage children to learn their tables from Year 2 upwards so that they can cope with the demands of the mathematics curriculum further up the school.

**MODERN FOREIGN LANGUAGES (MFL)**

All of our children learn French throughout School. This is compulsory in Key Stage 2 and a formal course of lessons is followed throughout the Junior classes. In Reception and Key Stage 1, informal French lessons are delivered learning colours, sayings etc. Our school has achieved the International School Award recognising the work we do, not only in French but also in making our children more culturally aware.

**HOMEWORK**

Homework is seen as an important part of the home/school partnership and forms part of our home-school agreement. For full details of our Homework Policy please see our website. Our children undertake a mix of weekly tasks and half termly projects. All children should know their multiplication tables up to 12 x 12 by the end of Year 4 in line with the new National Curriculum. We do encourage Parents to work with their children on learning their times tables as they are the foundation of a lot of other maths work. Parents are informed at the beginning of the year about the homework pattern and expectations. Reading is also a vital part of the learning process and we encourage children to read as much as possible at home with Parents asking questions about the texts. Regular Parent workshops are held throughout the school years to help Parents to help their child.

**SCHOOL SPORTS FUNDING**

The Government provides additional funding for primary schools to improve provision and access to high quality sport and physical education. We currently have a fully qualified Sports Coach who delivers some of our Sports Curriculum as well as extra-curricular activities. The Government’s continued funding promise will ensure that we continue with the additional staffing provision and resources.

**COLLECTIVE WORSHIP**

Oakdene Primary School provides a daily whole school, key stage or class assembly and act of collective worship. The assemblies are largely based around moral, cultural, spiritual, religious and celebratory themes as well as our school values. The assemblies are planned to encourage the children to think about and reflect upon themed topics of interest. All pupils attend collective worship and take part in religious education. Parents have a right to withdraw their child from collective worship by writing to the head teacher.

**ASSESSMENT, RECORDING AND REPORTING**

The staff constantly assesses the progress of each pupil and will adjust their planning to meet the needs of individuals or groups of children. Parents receive an annual report in July of each year. In this report a summary will be given of progress made during the year as well as whether the age related expectations in each subject have been met. Targets for improvement are also clearly stated.

Tests and / or Teacher Assessments are currently carried out at the end of each Key Stage (Foundation, Key Stage 1 and Key Stage 2). Results of these assessments are reported to Parents with their Annual Report. However, this will change in the coming years with a Baseline assessment undertaken at the beginning of Reception and end of KS2 tests. A Phonics Screening Check takes place for Year 1 children and again, their results are reported to Parents in July with their Annual Report. At the end of Year 4 the children undertake a multiplication check with the results reported to parents.

Parents Evenings are held throughout the year to discuss your child’s progress and a meeting can be arranged with the Class Teacher at the end of the year if you have any concerns regarding your Child’s end of year report.

**ADDITIONAL NEEDS AND DISABILITIES**

From time to time children will experience difficulties in their learning for a whole host of reasons, sometimes because of a disability. If a child is identified as having additional needs in terms of learning or care then there is a clear system of planning provision, monitoring outcomes and working in partnership with parents and external agencies. We use the St Helens Council Graduated Approach document which identifies how schools and parents can support children with Special Educational Needs or Disabilities (SEND). The ‘Local Offer’ is available for viewing on our website.

There are disabled facilities in the form of toilets and shower as well as access ramps available to pupils. The school has an accessibility plan and strives to update this regularly for the needs of our school community. Individual Support Plans are written for children who require extra support in School and staff are allocated to work on these targets.

**MEDICAL NEEDS/MEDICINES**

Children with ongoing medical needs such as diabetes, asthma and nut allergies are cared for following our additional needs procedures. Children with medical needs may need to have a care plan set up in consultation with Parents and medical staff as appropriate. The staff team is trained regularly in ensuring that all of our identified pupils receive care in order that they can attend school regularly and safely. Parents are responsible for informing staff immediately if there are any changes to medication and/or care required.

Procedures and policies are in place so that medicines can be administered during the school day and detailed records are kept. Parents are responsible for completing the appropriate forms, with all the information we need to do that safely.

**SAFEGUARDING**

The safeguarding and protection of our pupils is of the highest importance. All staff are trained in child protection awareness and procedures for dealing with concerns. The designated officer for child protection and safeguarding is Mrs. H. Lee, the Headteacher. The deputy child protection officer is Mr. M. Weston and the Governor responsible for child protection is Mrs. C. Oldham, the Vice Chair of Governors. Safeguarding children should be everybody’s responsibility. If you are concerned about a child or the safety of pupils do not hesitate to contact a member of staff.

**BEHAVIOUR, DISCIPLINE AND REWARDS**

We have a well thought out and agreed behaviour policy. This can be viewed on our website. Our behaviour policy closely follows our values of responsibility, friendship, respect, honesty, determination and excellence.

The over-whelming majority of children at Oakdene show exemplary behaviour and excellent manners. Our shared ethos is about positive behaviour having a good impact and our pupils being rewarded for behaving well. Dojo points are given regularly for exemplary behaviour as well as following our school values and high standards in work. High levels of Dojo awards are celebrated as a school in Assemblies.

From time to time children need to be reminded about acceptable and unacceptable behaviour. Usually a quiet word or two from a member of staff stops minor incidents recurring. Persistent or more serious incidents are dealt with through a stepped approach. If necessary this will involve referral to a member of the Senior Leadership Team (SLT).

All incidents of bullying are recorded. Governors are informed of all bullying incidents and their outcomes. All bullying incidents are taken seriously at Oakdene and all accusations are followed up using the processes as detailed in our Anti Bullying Policy. The children are taught through their PSHE curriculum and through themed assemblies about how to feel and stay safe. Worries or concerns are addressed with our Pastoral Lead as well as other staff in school. Children are spoken to as a matter of urgency when anything is raised with staff.

**POLICIES**

Copies of full policies are available on our website. Policies will be made available in other languages and in large print if requested. Policies are reviewed on a regular basis in line with Government guidelines.

**ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality is very high at Oakdene as we believe that every second of every day is important for learning. High attendance can have a direct link to high standards of attainment. Good attendance is rewarded and punctuality is very important in order to prepare our children for their next stage of education and beyond.

If a child is ill, please inform the school office preferably between 8.30am and 9.00am. We operate a first day response system in contacting parents should a child be absent and no reason has been given. You will be telephoned or texted if you have not informed School as to their absence to ensure the safety of all of our children.

We do not authorise any holidays in term time and our Governing Body have adopted the St Helens Council procedure for issuing fixed penalty notices for children who are persistently absent. Penalty notices can also be issued for regular lateness. A ‘Leave for Exceptional Circumstance’ form must be completed AT LEAST 4 weeks before any planned absence from school. Forms for unplanned absences (eg: funeral) may be completed when required. All periods of absence must be covered by a Leave for Exceptional Circumstance form unless the child is ill, when a medical certificate may be requested.

It is important that all children are on time. You will be informed of the start time for your child when they start school. This will be between 8.45am and 8.55am. As well as being disruptive to the class, some children get upset if they are late because they miss the start of a lesson. Late arrivals should come to the main entrance of the building. If you bring your child into school after the gates close your child must enter via the Office and a reason for lateness will be needed if arriving after registers have closed (currently 9.05am).

**CHILDCARE**

During term time we offer breakfast club and after school club from 7.45 am to 5.45pm each day. A breakfast /snacks are provided at each club that meets national food standards. The children undertake many different activities and have access to outdoor play, computers, iPads, games, toys and craft activities. Places for these clubs need to be booked and paid for in advance preferably as soon as your needs are known as this is a very popular childcare setting. Block bookings with advance payments can be made to secure a place. There is a charge for each session. Further details can be obtained from the School Office and our website. During some holidays we run a Holiday Club. Details of these are available on the School Newsletters and website.

**LUNCHTIME ARRANGEMENTS**

Children either stay for a school dinner or bring a packed lunch. All children in Reception, Year 1 and Year 2 are provided with a free school meal under the Government initiative introduced a few years ago. The vast majority of our children take up this option in the Infants. One weeks’ notice to the School Office is required if changing from packed lunches to school dinners and vice-versa, in order to make suitable catering arrangements.

Children in in Key Stage 2 can stay for School Dinners all week or can have a treat on a Friday, staying for a school dinner – known as Fishy Friday. School dinners are delicious with a daily choice as well as a fruit and salad bar. Menus are nutritionally balanced and are sent home when updated. There is a charge for school dinners and this information will be communicated to Parents as necessary. All school dinners need to be paid for in advance.

We do not allow sweets or fizzy drinks in lunchboxes. We ask that Parents DO NOT SEND in items containing nuts or seeds as we have children with a SEVERE ALLERGY to nuts and nut based products. We also cannot allow milk drinks due to a severe allergy in school. This can be life threatening for some of our children so we really do appreciate your support with this. If anything is found to contain nuts, seeds or a milky drink it will be taken off the child to ensure the safety of all our children.

**FRIENDS OF OAKDENE ASSOCIATION (PTFA)**

We have a very organised and well established PTFA group who work tirelessly to provide resources for all our children. Please try to attend and support these events as well as volunteering to help in any way you can. Please contact anyone in the School Office if you would like to help and support this group and we will pass your details on. Without the support of our PTFA our children would not have great play equipment, iPads in school, free coach travel on all trips and many other resources.

**CHARGING POLICY**

Although the PTFA works hard to raise funds for treats it is unable to finance all curriculum enrichments. Similarly the school budget is unable to fund some extra activities such as visitors and trips. We therefore may ask for voluntary contributions towards the cost of activities such as workshops and visits taking place during school hours. Activities which take place out of school hours may incur a charge to the provider for example fencing, judo and some music tuition (within school hours). Pupils will not be discriminated against if parents are unable to pay a contribution for activities that form part of the curriculum entitlement but must be aware that school may need to cancel an activity should contributions not cover the cost. For further details please refer to the school’s charging and remissions policy on our website.

**COMPARATIVE DATA**

Oakdene Primary School is a high achieving school at all key stages. Parents can view public information regarding the data of our school by visiting Ofsted’s Data Dashboard. Please see the school’s website for latest comparative data.